

HEART OF OHIO TECH PREP CONSORTIUM BYLAWS/REGULATIONS

(Revised May 2006)

ARTICLE I: NAME

The name of the organization shall be the Heart of Ohio Tech Prep Consortium.

ARTICLE II: PURPOSE

The purpose of the Heart of Ohio Tech Prep Consortium is to provide leadership and support for College Tech Prep programs that prepare high school and college students for employment in high-tech fields and lifelong learning in a technological society. This purpose shall be accomplished by:

1. Developing and coordinating resources necessary to support College Tech Prep activities;
2. Providing assistance in accessing and developing professional development activities;
3. Developing curriculum pathways that are seamless and flexible and that maximize student access to lifelong learning, technical education options and rewarding employment;
4. Identifying, developing and coordinating marketing and public relations activities that inform identified audiences about the goals and benefits of College Tech Prep;
5. Providing support to student services personnel to ensure program access, equity, and career guidance; and
6. Providing evaluation services to improve programs, processes, and student learning.

ARTICLE III: PRINCIPAL OFFICE

The principal office of the consortium shall be located at Columbus State Community College, 550 E. Spring St., Columbus, OH 43215. The Regional Offices shall be at Ohio University Lancaster Campus, 1570 Granville Pike, Lancaster, OH 43130; and Central Ohio Technical College, 1179 University Drive, Newark, OH 43055.

ARTICLE IV: MEMBERSHIP

Section 1: Membership shall be open to Career-Technical Planning Districts, associate school districts, business, industry, organized labor, professional associations, community organizations, community and technical colleges, and university regional campuses within consortium boundaries.

Section 2: School districts that are interested in seeking membership in the Consortium and that are located within a member Career-Technical Planning District shall direct their intent to the superintendent of that planning district. Planning District superintendents will present requests for membership to the Board of Directors at the next formal meeting of the Board.

ARTICLE V: GOVERNANCE

Section 1: Membership:

The consortium shall be governed by a Board of Directors whose membership shall consist of the following representatives:

- Provost, Columbus State Community College (permanent)
- Dean, Ohio University Lancaster Campus (permanent)
- Vice President, Dean of Faculty, Central Ohio Technical College (permanent)
- Designee of the Dean, Ohio University Chillicothe Campus (permanent)
- Superintendent/Designee of each Career-Technical Planning District in the service area (eight members)
- Superintendent/Designee of School Districts with stand-alone College Tech Prep programs (rotating two-year term, serving alphabetically by name of district)
- Superintendent/Designee of Local School District with one high school (rotating two-year term, serving alphabetically by name of district)
- Superintendent/Designee representing a Local School District in other county (rotating two-year term, serving alphabetically by name of district)
- Business/Industry Representatives – (two-year term)
 - Eight named by Career-Technical School Districts
 - Four named by post-secondary institutions
 - Four at-large positions (two from each former consortium area)
 - At least one organized labor representative
- High School or College Counselor (two-year term)
- Parent of College Tech Prep student or College Tech Prep graduate (two-year term)
- Current College Tech Prep high school or college student (Two-year term)

Section 2: Term of Office:

Permanent appointed members shall serve unlimited terms. Rotating members shall serve for a term of two fiscal years. A nominating committee team consisting of at least three members of the Board of Directors shall be appointed by the Chairperson(s) of the Board of Directors and shall be responsible for soliciting and accepting nominations and screening candidates. Nominations shall be presented for a vote to the full Board of Directors during the last meeting of the academic year.

Note: When there is more than one school district in a category, (i.e., local districts, local districts with one high school) representatives will serve a term of two years and will serve in alphabetical order according to the name of the district. Each Career-Technical Planning District and college will select one industry representative. Organized labor

representatives will be selected from any educational sector of the consortium.

Section 3: Duties:

The Board of Directors approves the annual operating budget, consortium deployment plan, grant proposals, curriculum pathways, proposals for initiating program models in new technology areas, the consortium marketing and evaluation plans, and other matters that impact the operations, image, role, or continued success of the consortium.

Section 4: Officers:

The officers, elected from and by the membership of the Board of Directors at the last meeting of the academic year, will be Chairperson and Vice Chairperson and will assume their respective offices effective July 1, for a term of one year ending the following June 30.

Section 5: Officer Duties/Responsibilities:

The duties of the Chairperson shall be to preside at meetings of the Board of Directors; designate the date, time and location of such meetings; and serve as a member of any committee whose purpose is to evaluate the Consortium Director. The Chairperson shall serve as Chairperson of the Executive Committee and shall be a business or labor representative. The Vice Chairperson shall perform all of the duties of the Chairperson in case of the absence or disability of the Chairperson. The Vice Chairperson shall also serve as a member of the Executive Committee and shall be a business or labor representative. A Board officer may resign at any time by giving notice in writing to the Consortium Board Chairperson and Consortium Director. If the Chairperson resigns, the Vice-Chairperson shall replace him/her upon approval by the Executive Committee. In the event that the Vice-Chairperson resigns, the Chairperson shall appoint an Executive Committee member from the business/industry/labor sector with the approval of the Executive Committee.

Section 6: Consortium Staff:

Consortium staff shall function as the Board Secretary and shall take and keep records of all meetings of the Board of Directors and shall disseminate minutes from each meeting prior to subsequent meetings.

Section 7: Quorum:

Those Board members present shall constitute a quorum for transacting any business of the Board of Directors. A majority (51%) of those present at any meeting of the Board of Directors must approve any action.

Section 8: Compensation:

Board members shall receive no salary for their services. By resolution of the Board of Directors, officers may be reimbursed for expenses incurred while attending state or consortium meetings. This section shall not be construed to preclude any officer or member from serving the organization in any other capacity and receiving compensation therefore.

Section 9: Meetings:

The Board of Directors will meet at least three times a year, on dates set by the Board Officers. Special meetings of the Board of Directors may be called by, or at the request of, the Chairperson or Tech Prep Director, and shall be held at such time and place as is set forth in the notice of the special meeting. Notice of any special meeting of the Board of Directors shall be given by the person or persons calling the meeting at least five (5) days previously thereto by telephone, fax, email, or written notice.

ARTICLE VI: STANDING COMMITTEES

Section 1: Standing Committees of the Consortium shall be as follows:

- Executive Committee
- Implementation/Curriculum Pathways Committee
- Professional Development Committee

Section 2: Board Executive Committee

- a. The Executive Committee shall consist of the following members:
 - Chairperson of the Board of Directors who shall serve as Chairperson of the Executive Committee
 - Vice Chairperson of the Board of Directors who shall serve as Vice Chairperson for the Executive Committee
 - Immediate past Chairperson
 - Provost, Columbus State Community College
 - Dean or Designee, Ohio University Lancaster Campus
 - Dean or Designee, Ohio University Chillicothe Campus
 - Vice President and Dean of Faculty, Central Ohio Technical College
 - Seven Board members from business/industry/labor
 - Two Career-Technical Planning District Superintendents
 - One associate school Superintendent
 - One additional superintendent (either career-technical or associate school district)

The superintendents representing Career-Technical Planning Districts and associate schools shall be appointed by the Chairperson of the Board of Directors within one week after the last Board meeting of the academic year. Terms will be one year beginning July 1, and ending on the following June 30.

- b. The Executive Committee shall serve at the pleasure of the Board of Directors and, during the intervals between meetings of the Board of

Directors, shall possess and may exercise such power of the Board as may be delegated from time to time by the Board, including, but not limited to: budgeting, reviewing and acting on any applicable request for proposals or grant applications, contracts between the consortium and consultants, and the hiring, evaluation and review of staff or projects. The committee shall report its actions at the next meeting of the Board of Directors.

- c. The Executive Committee of the Board of Directors will meet as directed by the Executive Committee Chairperson, in consultation with project staff. Those members present will constitute a quorum to conduct business. A majority (51%) of those present and voting is necessary to approve an Executive Committee action.

Section 3: Implementation/Curriculum Pathways Committee

- a. The Implementation/Curriculum Pathways Committee membership shall consist of the Chairperson of each consortium standing committee, one representative of each participating associate school and Career-Technical Planning District, one representative of Columbus State Community College, one representative from Ohio University Lancaster Campus, one representative of Ohio University Chillicothe Campus, one representative of Central Ohio Technical College, the Consortium Administrative Staff, and other individuals and partners deemed appropriate. The Committee shall be chaired by a member of the Consortium Administrative Staff.
- b. Duties: The Implementation/Curriculum Pathways Committee guides the successful implementation of the College Tech Prep educational/curricular components as carried out through committees, districts, and member schools and colleges:
 - 1. to direct the appointment of special committees.
 - 2. appoint committee chairs and review the progress of each special committee.
 - 3. assist Consortium staff to plan and prioritize the following:
 - a. the development of seamless, flexible curricula to maximize student access to lifelong learning, technical educational options, and rewarding employment;
 - b. the development and implementation of College Tech Prep evaluation and student assessment activities.

Consortium staff will orient new committee members to participate effectively in committee activities.

- c. The Committee shall meet at least five times each year with one meeting in each of the following months: September, November, January, March or April, and May unless deemed unnecessary by the Director
- d. The Committee will meet on an as-needed basis, to address:
 - 1. relevant issues require focused discussion or action beyond what

- occurs during regular meetings of the Implementation/Curriculum Pathways Committee; and/or
2. the input of persons in addition to the Implementation/Curriculum Pathways Committee membership when such is deemed necessary or desirable.

Section 4: Professional Development Committee

- a. The Professional Development Committee shall consist of one representative from each Career-Technical Planning District, Columbus State Community College, Ohio University Lancaster Campus, Ohio University Chillicothe Campus, and Central Ohio Technical College. There may be other members as deemed necessary. A member of the Consortium administrative staff will chair the committee.
- b. Duties: To assist consortium members and consortium staff in identifying professional development needs and accessing and developing annual professional development plan to address those identified needs for all relevant audiences. The plan will include support for student personnel and teachers to ensure access, equity, and career guidance.

Section 5: General Committee Responsibilities: Each standing committee will determine its own schedule and location for meetings. The annual schedule should be sent to the consortium office for publication. The chairperson of each standing committee will report on committee activity to the Director. Each committee will keep minutes of meetings. One copy will be kept in the committee file and one will be submitted to the consortium office for distribution.

Section 6: Conduction of Business: Those committee members present shall constitute a quorum to conduct business. At least 51 percent of those present at any committee meeting must approve any action of the committee.

Section 7: Ad Hoc Committees: The Board of Directors may create other committees on an ad hoc basis as necessary to complete consortium business. Each committee shall have no fewer than three (3) members, all selected from the Board of Directors and appointed by the Board of Directors Chairperson. The Committees shall be chaired by appropriate project staff and shall set their own meeting times and locations.

Section 8: Publication of Bylaws/Regulations: Copies of current Consortium Bylaws/Regulations will be distributed electronically or by mail to all members of the Board of Directors within one month of any approved Board revisions. The consortium will also post current Bylaws/Regulations on the consortium website.

ARTICLE VII AMENDMENTS TO THE REGULATIONS

Amendments to Consortium Bylaws/Regulations may be made upon approval by a majority of those members present constituting a quorum. Recommendations for amendments shall be made by the Executive Committee after approval by that body. Approved amendments shall become effective immediately upon approval by the Board of Directors.

Chairperson

Claude E. Graves, Consortium
Director